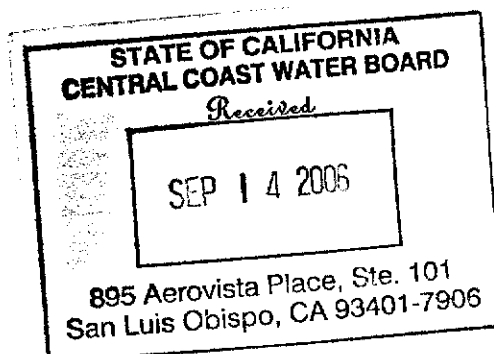




# CITY OF EL PASO DE ROBLES

*"The Pass of the Oaks"*



September 12, 2006

California Regional Water Quality Control Board  
Attn: Roger W. Briggs, Executive Officer  
895 Aerovista Place, Suite 101  
San Luis Obispo, CA 93401-7906

Subject: NPDES SMALL MS4S General Permit  
WDID # 3 40MS03019  
Annual Report


Dear Mr. Briggs:

The City of Paso Robles received approval of its Storm Water Management Plan (dated December 2004) on January 6, 2005. As noted on the approval letter (copy attached) the City's first annual report is due on September 15, 2006 for the period January 6, 2005 through June 30, 2006.

Attached for your review and approval is the City's first annual report.

Please contact me at (805) 237-3861 if you need additional information.

Sincerely,

  
Ditas Esperanza P.E.  
Capital Projects Engineer



# California Regional Water Quality Control Board

## Central Coast Region



Alan C. Lloyd, Ph.D.  
Secretary for  
Environmental  
Protection

Internet Address: <http://www.waterboards.ca.gov/centralcoast>  
895 Aerovista Place, Suite 101, San Luis Obispo, California 93401-7906  
Phone (805) 549-3147 • FAX (805) 543-0397

Arnold Schwarzenegger  
Governor

*Ditas' Copy*

January 6, 2005

Joseph Deakin  
City of El Paso de Robles  
1000 Spring Street  
Paso Robles, CA 93446

### NOTICE OF ENROLLMENT – NPDES SMALL MS4S GENERAL PERMIT; CITY OF EL PASO DE ROBLES, SAN LUIS OBISPO COUNTY, WDID# 3 40MS03019

Mr. Deakin:

The Central Coast Regional Water Quality Control Board (Regional Board) received a Notice of Intent, Storm Water Management Plan (SWMP), map, and fee for the City of El Paso de Robles's (City's) Municipal Separate Storm Sewer System (MS4). These items are required to enroll in the *National Pollutant Discharge Elimination System General Permit for the Discharge of Storm Water from Small Municipal Separate Storm Sewer Systems, Order No. 2003-0005-DWQ* (General Permit).

Regional Board staff reviewed the City's SWMP (dated December 2004) and found it in compliance with the General Permit. The SWMP was available to the public for a 60-day comment period and in response to a comment, the City made minor changes to the SWMP that did not warrant an additional public review.

As of January 6, 2005, discharges from the City's MS4 are authorized by the General Permit. The City is required to implement the SWMP and comply with the General Permit.

The City's first annual report is due to the Regional Board office on September 15, 2006, and should report on the period of January 6, 2005 through June 30, 2006. For each year thereafter, the annual report is due on September 15<sup>th</sup>, for the reporting period of July 1<sup>st</sup> through June 30<sup>th</sup>.

If you have questions regarding this matter, contact Kimberly Gonzalez at (805) 549-3150 or [kgonzalez@waterboards.ca.gov](mailto:kgonzalez@waterboards.ca.gov).

Sincerely,

*Chris Adams*

for  
Roger W. Briggs  
Executive Officer

RECEIVED

JAN 11 2005

PUBLIC RELATIONS

California Environmental Protection Agency



Recycled Paper

# ANNUAL REPORT

## General Permit for the Discharger of Storm Water from Small Municipal Separate Storm Sewer Systems (General Permit)

(See Small MS4 Annual Report Guidance for additional guidance on completing this Annual Report Form)

Check box if this is a new name, address, etc.

### A. Permittee Information

1. Permittee (Agency Name): City of El Paso de Robles ☐
2. Contact Person: Ditas Esperanza, P.E. ☐
3. Mailing Address: 1000 Spring Street ☐
4. City, State and Zip Code: Paso Robles, CA 93446 ☐
5. Contact Phone Number: (805) 237-3861 ☐
- 6.. WDID # 3 40MS03019
7. Have any areas been added to the MS4 due to annexation or other legal means? ☐ YES ☒ NO

If YES

Outfall	Has map been updated?		Has SWMP been updated?		Receiving Water Name
	YES	NO	YES	NO	

8. Are you subject to the Design Standards contained in Attachment 4 of the General Permit? ☐ YES ☒ NO  
If yes, report on the implementation of the Design Standards in section D.5 of this Annual Report Form.

- B. Reporting Period** (check one): ☒ Coverage Commencement (1/6/05) to June 30, 2004<sup>6</sup> -or-  
☐ July 1, 2004 to June 30, 2005  
(Report is due by September 15 each year) ☐ July 1, 2005 to June 30, 2006  
☐ July 1, 2006 to June 30, 2007  
☐ July 1, 2007 to June 30, 2008

### C. Executive Summary

The City's Storm Water Management Plan (SWMP dated December 2004) was found to be in compliance with the General Permit by the Central Coast Regional Water Quality Control Board on January 6, 2005 (see attached letter)

The approved SWMP developed a series of BMP's under the six Minimum Requirements. The BMP's were arranged to be implemented in five years. The City concentrated its efforts to implement those BMP's identified for year 1 implementation. This first year of implementation consisted mostly of laying a foundation to implement BMP's in the future. For ease of review, included in this annual report is a summary table of each BMP's under the six Minimum Requirements. Included in this report are the steps that were taken to comply with the adopted BMP in the approved SWMP. Much of the effort for this first year was in education and informing City staff and the community for the need to protect the natural creeks and rivers by limiting harmful discharges into City's storm water system.

## PUBLIC EDUCATION OUTREACH

**PE - 1      Adopt-A-Street Program**

**Maintain the existing program levels and proposal to expand program**

**PE - 6      Event Participation**

**Develop a list of public events where information can be distributed regarding the City's Storm Water Management Program**

**City**

**Response:**

**The City's Adopt-a-Street Program Expansion Plan and proposed public events where information can be distributed is attached.**

## **STORM WATER MANAGEMENT PLAN**

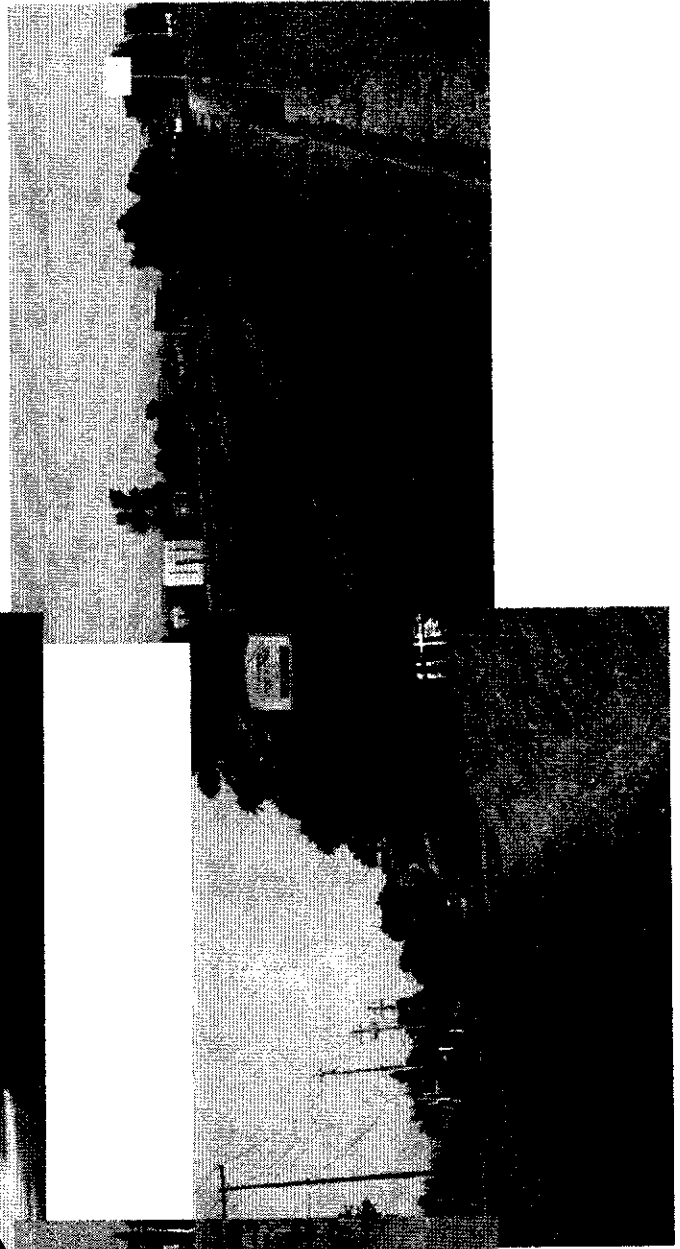
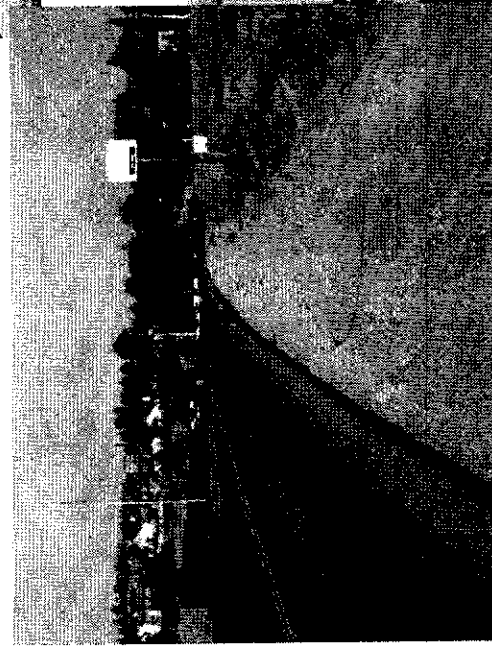
### **Adopt-a Street program expansion plan**

The City of Paso Robles currently manages an "Adopt-a-Street" program which consists of 21 volunteers who patrol and pickup list on 16 streets. As mandated by the Storm Water Management Plan the following strategy suggestions are offered with the goal of expanding the program by 25% or an additional 5 volunteers and 4 additional streets.

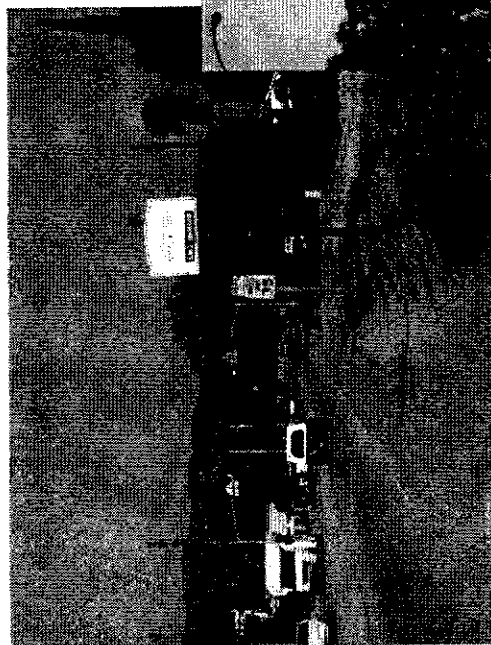
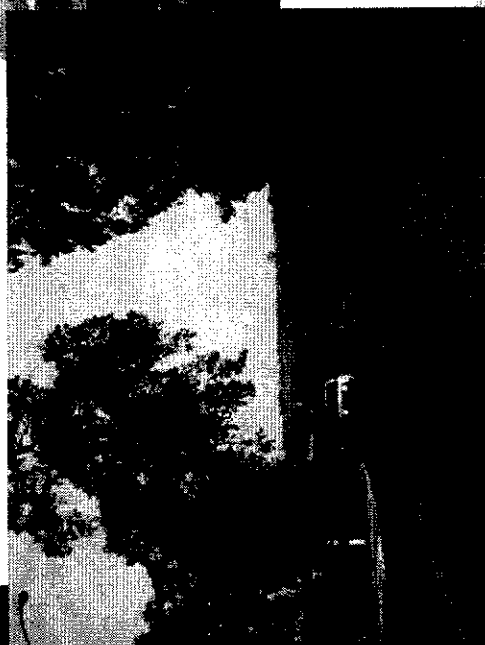
#### **Promotion/Expansion ideas:**

- Produce simple flyers with available streets and simple duties. Distribute those flyers to service groups at meetings and to the general public in utility bills and citywide mailers. Service groups should be made up of all age groups.
- Have whoever is doing the water conservation education program also make a pitch for adopt-a-street volunteers.
- Radio ads promoting the program and encouraging volunteerism.
- Use the BSP volunteer task force to run the program and continue promoting. Try to identify and promote volunteers in each section of town. Identify section with a map have section leaders who help recruit.
- Organize a single day, monthly or even yearly contest for most litter pickup or most days out on the streets.
- Honor the volunteers with a yearly dinner or some other perk like perhaps a discount on their waste disposal bill.
- Promote an adopt-a-path and/or adopt-a-park program.

**ADOPT-A-STREET**  
2006



**ADOPT-A-STREET**  
2006



**City of Paso Robles Adopt-a-Street list as of: 3/1/06**

[illegible]



*Proposed Event Participation*

- Mid-State Fair (summertime)
- Grand Opening of the Salinas River Trail, project by Las Tablas Salinas River Conservation District (December 2006)
- Pioneer Day (Fall
- Earth Day event at elementary schools

# SECTION 4.0 PUBLIC EDUCATION AND OUTREACH

Public Education and Outreach  
Table 4-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements		Effectiveness Measurements	
					# and % of increase in streets adopted (minimum of 25%)	# of adopted streets that are inspected twice a month and effectively cleaned	# of adopted streets that are inspected twice a month and effectively cleaned	# of adopted streets that are inspected twice a month and effectively cleaned
PE-1	Adopt-A-Street Program	Maintain the existing program levels and expand the program.	Year 1, 2 <sup>nd</sup> Quarter	Ongoing	# of water quality brochures/fact sheets distributed to those who adopt streets	Conduct survey to those who adopted streets to assess understanding and effectiveness of distributed information	Implement a web page tool that allows the City to view web page hits specifically for the SWMP web page, and assess if the hits increase or decrease per year	# of hits to the existing web page, as well as the % increase/decrease per year
PE-2	Web Page	Maintain and track the number of hits to the existing web page and add additional SWMP information. The City will continue to update the web page with additional information as it is developed.	Before end of Year 2	Ongoing	Whether or not the web page was maintained/updated and whether or not 'hits' were counted			
PE-3	Brochures and Fact Sheets	Distribute English/Spanish storm water fact sheet to residents in their water utility bill describing the storm drain system, water quality issues, the local watershed, and how storm water pollution flows directly to the local creeks and rivers. Complete the fact sheet by the end of Year 2 and distribute to all residents by the end of Year 3.	Year 2	1x	Whether or not fact sheet was completed			
			Before end of Year 3	1x	# and % of brochures distributed to residents, and dates of distribution.			
			Year 2	1x	Whether or not storm water brochure for construction contractors was developed			# of contractors who implement items discussed in the brochure

# SECTION 4.0 PUBLIC EDUCATION AND OUTREACH

Public Education and Outreach  
Table 4-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
		will be developed in Year 2 and distributed to all contractors (as part of the City's project permitting process) working on construction projects greater than one acre in size.		Ongoing	# and % contractors receiving brochures	
PE-3	Brochures and Fact Sheets	Develop an English/Spanish storm water brochure for local businesses including information on specific pollution prevention measures businesses can employ to minimize storm water pollution and urban runoff.	Year 3	1x	Whether or not an English/Spanish storm water brochure for local businesses was developed	% local businesses implementing pollution prevention measures by the end of each year
			Year 3	Ongoing	# of businesses receiving brochures, and dates of distribution	
PE-4	Storm Water Hotline	Develop an illicit discharge fact sheet or brochure that describes the City's illicit discharge detection and elimination program (see Section 6.0 Illicit Discharge Elimination) and distribute to the public.	Year 2	Ongoing	Whether or not illicit discharge fact sheet or brochure was developed	% of calls that result in a City response to remedy a storm water pollution problem or sending out public education materials
			Year 2	Ongoing	# of households/persons receiving brochures	# and nature of calls throughout the permit life
		Establish a storm water hotline number and put hotline number on all program materials for the remainder of the permit.	Year 2	Ongoing	Whether or not hotline established and number put on all program materials after Year 2	

# SECTION 4.0

## PUBLIC EDUCATION AND OUTREACH

### Public Education and Outreach

Table 4-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
PE-5	Storm Drain Marking	Begin marking each storm drain inlet within the City by the end of Year 3. Continue to mark storm drain inlets until they are all marked.	Year 3	Ongoing	#, % of total, and location of storm drains marked each year	
PE-6	Event Participation	Distribute program materials at public events the City already attends for other programs (recycling, street maintenance, etc.) starting in Year 1. Develop a list of public events in Year 1, where information can be distributed. Develop a storm water display in Year 2 for use at public events.	Year 1	Ongoing	# of public events where program materials are distributed, and # of fact sheets/brochures distributed	General awareness of the City's storm water program by the public (determined by comments made at public events)
			Year 2	1x	Whether or not storm water display was developed for use during Year 2	

## PUBLIC PARTICIPATION AND INVOLVEMENT

PP - 1

### **Public Meetings**

Hold a public meeting to present the SWMP to the community, City Council and other City departments.

Track number of hits on the City's Web site with regards to the Storm Water Management Program.

City

Response:

The City's Storm Water Management Plan was presented to City Council at the September 5, 2005 Council meeting. After an opportunity for public comment the Council filed and received the report and directed staff to implement the Plan. Public Works staff meet on a regular basis to review Plan implementation tasks and strategies. A copy of the minutes from a typical meeting are attached.

City staff have been tracking the web site statistics for the SWMP web page. The site has averaged 111 "hits" over the twelve month average from July 2005 to June 2006. City staff will continue to track the web site statistics.

# **CITY COUNCIL MINUTES**

**Tuesday, September 6, 2005 7:30 PM**

**MEETING LOCATION: PASO ROBLES LIBRARY/CITY HALL  
CONFERENCE CENTER, 1000 SPRING STREET**

**PLEASE SUBMIT ALL CORRESPONDENCE FOR CITY COUNCIL PRIOR  
TO THE MEETING WITH A COPY TO THE CITY CLERK**

## **EXCERPT**

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### **CONSENT ITEMS PULLED FOR DISCUSSION**

3. Approve Warrant Register: Nos. 56829 – 56940 (8/12/05), 56941 – 57084 (8/19/05, and 57085 – 57238 (8/26/05  
M. Compton, Administrative Services Director
12. Receive the Storm Water Management Plan (SWMP) and direct staff to implement and submit the initial annual report to the Regional Board on September 16, 2006. (The SWMP addresses the quality of water that would be discharged to the County's natural creeks and rivers and establishes Best Management Practices to implement activities to monitor, measure, and perhaps reduce pollutant loads.)  
D. Monn, Interim Public Works Director

Councilmember Nemeth, seconded by Councilmember Strong, moved to approve Agenda Items Nos. 3 and 12.

Motion passed by the following roll call vote:

AYES: Nemeth, Picanco, Strong, and Mecham  
NOES: None  
ABSTAIN: None  
ABSENT: Heggarty

**TO:** James L. App, City Manager  
**FROM:** Doug Monn, Public Works Director  
**SUBJECT:** Storm Water Management  
**DATE:** September 6, 2005

---

**NEEDS:** For the City Council to receive and file the Storm Water Management Plan as approved by the Regional Water Quality Control Board.

- FACTS:**
1. In 1972, the Federal Water Pollution Control Act, also referred to as the Clean Water Act (CWA), was amended to provide that the discharge of pollutants to waters of the United States from any point source is unlawful unless the discharge is in compliance with a National Pollutant Discharge Elimination System (NPDES) permit. The 1987 amendments to the CWA established a framework for regulating storm water discharges under the NPDES Program. Consequently, in 1990, the United States Environmental Protection Agency (US EPA) promulgated Phase I storm water regulations for permitting storm water discharges from industrial sites (including construction sites that disturb five acres or more) and from municipal separate storm sewer systems serving a population of 100,000 people or more.
  2. On December 8, 1999, the US EPA promulgated Phase II storm water regulations requiring permits for storm water discharges from municipalities and regions over 25,000 in population and from construction sites disturbing between 1 and 5 acres of land. Subsequent regulatory notices include Paso Robles as a required permittee.
  3. The EPA's Storm Water Phase II Rule establishes that a Storm Water Management Program improve the surface waterways by reducing the quantity of pollutants that storm water carries into storm sewer systems.
  4. In accordance with the US EPA the City of Paso Robles was required to submit a Notice of Intent (NOI) to comply with the EPA ruling, and prepared a Storm Water Management Plan (SWMP).

The Storm Water Management Plan establishes how the City intends to address the six items required by the Permit. The City has five years to implement programs once the Plan is approved by the Regional Water Quality Control Board. The six items are:

- Public Education and/or Outreach on Storm Water Impacts
  - Public Participation and Involvement
  - Illicit Discharge Detection and Elimination Procedures
  - Construction Site Run-Off Control Procedures
  - Post-Construction Run-Off Control Procedures
  - Pollution Prevention/Good Housekeeping
5. On February 4, 2003, the City Council directed staff to circulate a Draft Storm Water Management Plan to solicit comments from the public. All comments received were addressed in the final report.

**ANALYSIS  
AND**

**CONCLUSION:** The City's SWMP addresses the quality of water that would be discharged to the County's natural creeks and rivers. It establishes Best Management Practices (BMP) to address and implement ongoing activities to monitor, measure, and perhaps reduce pollutant loads meeting the regulatory requirement.

The Final Storm Water Management Plan is attached and was approved by the Regional Board this year.

**POLICY**

**REFERENCE:** 1972 Federal Water Pollution Control Act (also referred to as the Clean Water Act); 1999 US EPA Storm Water Phase II Rules & Regulations

**FISCAL**

**IMPACT:** Costs to implement the requirements of the approved plan will be funded under the City's Maintenance and Operation budget. Costs to implement for future years will be submitted for budget appropriation.

- OPTIONS:**
- a. Receive the Storm Water Management Plan and direct staff to implement and submit the initial annual report to the Regional Board on September 16, 2006.
  - b. Amend, modify or reject the above option.

**Attachments (1)**

- 1) Final Report



**A COPY OF THE  
STORM WATER  
MANAGEMENT PLAN  
MAY BE REVIEWED AT THE  
CITY CLERK'S OFFICE,  
THE PUBLIC LIBRARY,  
OR THE CITY'S WEB SITE  
(<http://www.prcity.com>)**

# **STORM WATER MANAGEMENT PLAN Implementation and Assignments**

**May 23, 2005  
Meeting Minutes**

**Attendees:** Ditas Esperanza, John Falkenstien, Dennis Fansler, Brad Hagemann, Charles Lorenzen, Dave McCue, Doug Monn, Mindy Shaffner

Ditas gave a brief history/overview of the Storm Water Management Plan. The City of Paso Robles is the only city in the County of SLO that has a plan approved by the Regional Water Quality Control Board.

## **Discussion of Tasks and Assignments:**

### **1. Public Education & Outreach**

Dennis will task Danny and Charles to provide the current Adopt-A-Street streets and individuals. Suggestions to increase the program include; meeting with service clubs, use the radio and newspaper, utilize the web site, and increase the number of adoptable streets.

Ditas will head up tasks 1c & d regarding the brochure and fact sheets.

Dennis will task Danny and Charles to take twice monthly photos of the streets in the Adopt-A-Street program. Suggestion to provide a camera to the street sweeper since he's already on all the streets was made.

The draft SWMP is already on the City's web site, so a simple update using the approved plan is necessary. As part of hosting of the City's web site, TCSN makes extremely detailed reports available for hits to the web site all the way down to individual documents and pages. Mindy will track the hits to the SWMP page(s) on a monthly basis.

Ditas will work on providing the list of local public events in which the City will have participated in and distributed information about the storm water program.

### **2. Public Participation & Involvement**

Ditas will present the adopted SWMP at City Council. This meeting covers task 2b.

### **3. Illicit Discharge Detection/Elimination**

Ditas will have Claire develop the forms for task 3a and has already prepared the storm drain atlas maps.

Using the recent aerial photos taken as part of the Water and Sewer Master Plan Updates, John and Brad will identify the general areas of concern and the potential sources of illegal dumping and illicit discharge. Using the information they provide, Dennis will task Charles to inspect and photograph the identified outfalls.

**4. Construction Site Storm Water Control**

John is already providing Ditas with copies of letters as required in 4a.

**5. Post-Construction Storm Water Management**

There is concern as to the broadness of 5a. The City needs to develop specific criteria as to what constitutes a "completed development project" and define major structural controls. John and Brad will then identify all detention basins and major outfalls for inspection. John will review the existing engineering punchlist for required inspection.

John will work on task 5b.

**6. Pollution Prevention/Good Housekeeping**

Dennis will work with staff to evaluation each facility in accordance with this task.

## Ditas Esperanza

---

**From:** Dave McCue  
**Sent:** Monday, July 03, 2006 9:25 AM  
**To:** Dave McCue; Ditas Esperanza  
**Cc:** Doug Monn; Jim App  
**Subject:** RE: swmp web pages

Ditas,  
Here are the updated web site statistics for the SWMP web page and 6 documents on our site including June 2006 numbers.

Dave

---

**From:** Dave McCue  
**Sent:** Friday, May 12, 2006 12:23 PM  
**To:** Ditas Esperanza  
**Cc:** Doug Monn; Dave McCue  
**Subject:** swmp web pages

Here are the statistics for the SWMP web pages on our web site.  
Dave

Month	Hits
Mar 2005	19
Apr 2005	19
May 2005	17
Jun 2005	14
Jul 2005	20
Aug 2005	16
Sep 2005	57
Oct 2005	125
Nov 2005	119
Dec 2005	104
Jan 2006	133
Feb 2006	110
Mar 2006	205
Apr 2006	143
May 2006	131
Jun 2006	169
<b>12 month Average</b>	<b>111</b>

# SECTION 5.0

## PUBLIC PARTICIPATION AND INVOLVEMENT

Public Participation and Involvement  
Table 5-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements		
						# of comments/suggestions on the draft program	# of public participants who attend the meeting	# of comments/suggestions on the progress of the program
PP-1	Public Meetings	Hold a public meeting to present the SWMP to the community, City Council and other City Departments and to receive comments on the draft program.	Year 1 (upon approval)	1x	Whether or not a public meeting was held to present the SWMP			
		Hold two public meetings over the course of the next five years to update the community, City Council and City Departments on the progress of the storm water program.	Year 2 & Year 4	2x	Whether or not two public meetings were held over five years to update interested parties with SWMP progress			
		Prepare a "stock presentation" that informs the community about the need for and benefits of the storm water program and SWMP.	Year 2	1x	Completion of presentation			
		Modify the stock presentation to focus on a specific community stakeholder. The City will conduct four presentations per year to community groups for a total of 16 community presentations throughout the life of the permit.	Year 2	4x/year (Ongoing)	# of presentations held per year for community groups	% increase or decrease in public participation at the community presentations	# of public participants at each presentation	
PP-3	Web Page	Include a comment form as part of the City's web page and respond to comments as necessary.	Year 2	Ongoing	Whether or not a comment form is included on the City's web page	% of comments that result in a response from the City	# of comments received on the web page	

# **PUBLIC PARTICIPATION AND INVOLVEMENT**

## **SECTION 5.0**

### **Public Participation and Involvement**

**Table 5-1**

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements	
						% increase or decrease in the total amount of trash/pollutants collected each year	# of public participants at each clean-up day
PP-4	Volunteer Creek Clean-Ups	Organize a volunteer-based creek clean-up day. Identify sampling locations prior to organizing creek clean-ups. Results from storm water sampling will be summarized in the annual report.	Year 3, 1st Quarter	Ongoing	Whether or not clean-up day is organized, sampling locations are identified, and results are summarized		
PP-5	City Employee Training	Modify the "stock presentation" to focus on an overview of each of the minimum control measures. City employees responsible for implementing BMPs within each control measure will receive training. Training will begin in Year 2. Any new employees will receive the training as part of training for their position. City employees will help to find creative methods for improving water quality.	Year 2	Ongoing	Whether or not "stock presentation" was modified to focus on minimum control measures	Comparison of employee storm water exam results before and after training	
					Total # and % of City employees (existing and new, with SWMP responsibilities) trained each year		

## ILLCIT DISCHARGE DETECTION/ELIMINATION

### **ID - 1      Enforcement Authorities**

Develop forms or a system for reporting public complaints or maintenance personnel actions regarding illicit discharges. These forms will identify the portion of the storm drain system impacted and any impacted water bodies and include a section for comments on how the form could be improved

**City Response:**      Public Works staff have developed a reporting form that will be used to track public complaints or maintenance personnel actions regarding illicit discharges. The form is attached.

### **ID - 3      Storm Drain Mapping**

Prepare and complete a storm drain atlas showing all existing inlets, pipes, and outfalls.

**City Response:**      Attached is a sample page of the City's Storm Drain Atlas. A complete Atlas can be provided if needed.

REPORT FORM - STORM DRAIN ILLEGAL DISCHARGE / DUMPING

Your name \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

BRIEFLY DESCRIBE WHAT YOU SAW

Type of waste dumped/discharged:

Description of violator:

Description of vehicle, license plate, etc.):

WHERE DID INCIDENT THIS OCCUR?

Street address: \_\_\_\_\_

Nearest cross street: \_\_\_\_\_

Other description of location where illegal discharge / dumping occurred:

WHEN DID THIS INCIDENT OCCUR?

Date: \_\_\_\_\_

Time: \_\_\_\_\_

*Thank you for reporting the incident you witnessed. Active participation and assistance by Paso Robles residents is critical to the protection of our storm water drainage system.*

Please let us know if you have suggestions for the improvement of this reporting form:



Attached is a sample page of the City's Storm Drain Atlas.  
A complete Atlas can be provided if needed.



## SECTION 6.0

## ILLCIT DISCHARGE DETECTION/ELIMINATION

## Illicit Discharge Detection/Elimination

Table 6-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements		
						# of comments/suggestions at the end of each program year.	# of public complaints or maintenance personnel actions using new forms/system	% of complaints/personnel actions resulting in detection and elimination of illicit discharge
ID-1	Enforcement Authorities	Develop forms or a system for reporting public complaints or maintenance personnel actions regarding illicit discharges. These forms will identify the portion of the storm drain system impacted and any impacted water bodies and include a section for comments on how the form could be improved.	Year 1	Ongoing	Whether or not forms or another means for reporting illicit discharge complaints and maintenance personnel actions was developed			
		Revise "Engineering Standard Details and Specifications" to address the Design Standards included within Attachment 4 of the General Permit, (addressed in more detail in BMPs CS-1, PC-1, PC-2, PC-3, and PC-4).	Year 2	1x	Assess whether or not updated to include design standards			
ID-2	Hazardous Materials and Waste Management	Develop forms or a system for reporting "incidents" involving hazardous waste, liquid waste, spills, etc. that could pollute storm water. Distribute the forms to the Paso Robles Department of Emergency Services, the Fire Department, the Integrated Waste Management Board, and Paso Robles Waste Disposal.	Year 2	1x	Whether or not hazardous waste "incident report" forms were developed and distributed to listed City departments, and # and types of forms developed	# of incidents reported using hazardous waste forms		% of reports resulting in cleanup of hazardous waste spills

# SECTION 6.0 ILLICIT DISCHARGE DETECTION/ELIMINATION

Illicit Discharge Detection/Elimination  
Table 6-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
ID-3	Storm Drain Mapping	The storm drain mapping effort will begin in Year 1 and will be completed in Year 4. As new development occurs, the City will update the storm drain mapping. Identify target outfalls	Year 1	Ongoing through Year 4	Review/assess mapping progress at the end of each program year. Whether or not target outfalls were identified	Make a note on the "Complain/Action" form (ID-1) when a storm drain map assists in identifying/locating an illicit discharge.
ID-4	Identification and Elimination of Illicit Discharges	Inspect targeted outfalls within the City on a routine basis of twice per year with follow-up inspections as appropriate to ensure abatement of violations. Belowground and aboveground inspections will be conducted. Complete inspections for at least 50 percent of the City in Year 2 and the remaining 50 percent in Year 3. This inspection effort will continue throughout the permit term.	Year 2	2x/year (Ongoing)	% of targeted outfalls inspected twice annually	# and % of identified illicit discharges that are located at inspected outfalls
ID-5	Education and Outreach	Respond to complaints of illicit/illegal discharge within 24 hours of receiving the complaint, referral or notice. This response time will be adhered to, beginning in Year 2. Develop an Illegal Dumping and Illicit Connections brochure. As part of the implementation of BMPs ID-2 and ID-4 the City will distribute the brochure, at a minimum, to anyone cited by the	Year 2	Ongoing	% of City outfalls inspected each year # and % of cases in which response time is less than or equal to 24-hours	# and % of illicit discharges that are contained and remedied when response to problem occurred within first 24 hours # and % of those cited who are repeat offenders and who previously received a brochure

# SECTION 6.0

## ILLCIT DISCHARGE DETECTION/ELIMINATION

### Illicit Discharge Detection/Elimination

Table 6-1

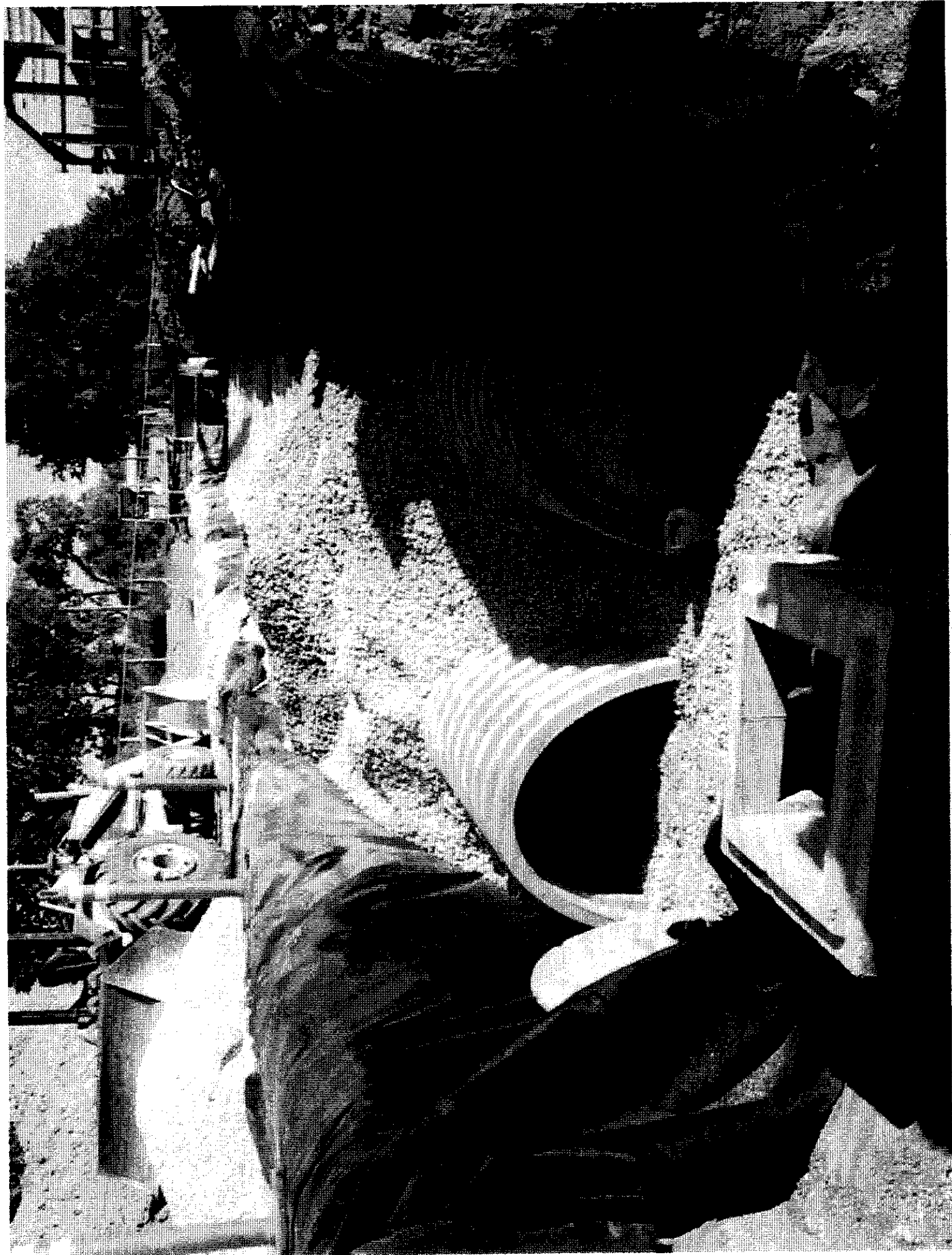
#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
		City for illegal dumping or an illicit connection.			% of citations that include a brochure	
ID-6	Illicit Discharge Ordinance	Draft a new ordinance. Existing ordinances will be reviewed and revised as necessary to specifically address non-storm water discharges. The Standard Details and Specifications will be revised to include provisions for compliance with General Permit Attachment 4.	Year 3	1x	Assess whether or not the new ordinance has been drafted and the existing ordinances reviewed/revised by Year 3	

## CONSTRUCTION SITE STORM WATER CONTROL

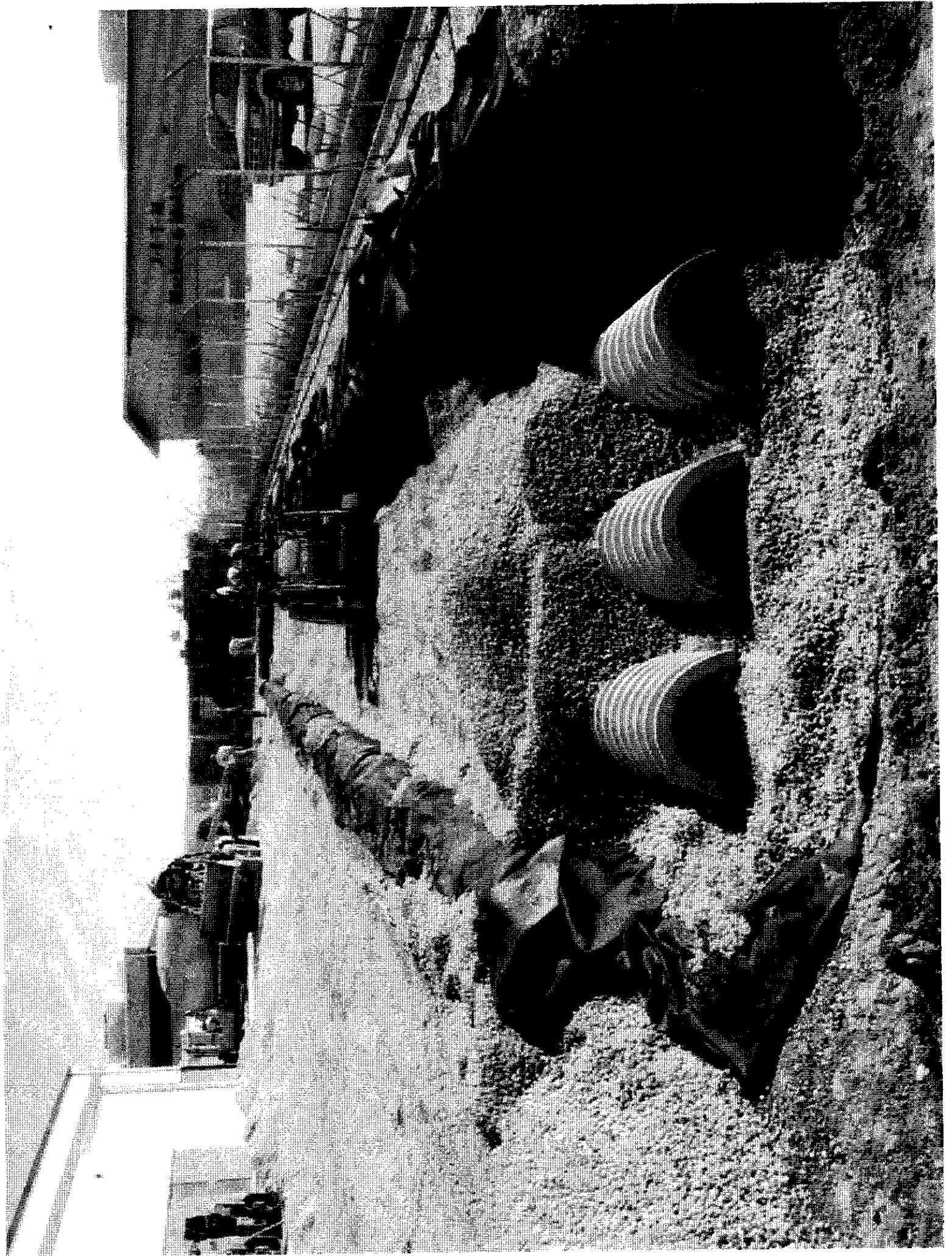
Note: No tasks were identified for year 1 under this category.

However, we have required developers to install facilities to address storm water quality (see attached photos).









# SECTION 7.0

## CONSTRUCTION SITE STORM WATER CONTROL

### Construction Site Storm Water Control

Table 7-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements		Effectiveness Measurements	
					# and % of projects (within the permit area) achieving 100 percent compliance	# and % of inspections resulting in enforcement action, and # and % of repeat offenders		
CS-1	Enforcement Authorities	Record the annual number of projects permitted and constructed requiring a Grading Permit, ranked by size of overall project. Achieve 100 percent compliance with revised grading ordinance language and with local SWRCB's construction site runoff control program (SWPPPs) and achieve full compliance with enhanced site inspection procedures.	Year 3	Ongoing	City's compliance with enhanced site inspection procedures			
		Revise the grading ordinance in Year 3 to include specific requirements for certain types of development (see CS-1 text). The specific requirements will meet the General Permits Attachment 4 requirements and will coincide with the revision of the City's Construction Standard Details and Specifications.	Year 3	1 x	Assess whether or not the ordinance has been revised to meet Attachment 4 requirements by end of Year 3			
CS-2	Adoption of Existing BMP Manuals	Beginning in Year 4, record annual number of construction sites where the City has implemented enforcement action, including letters to correct, stop work orders, bonds used, etc. where BMPs have not been implemented/maintained properly.	Year 4	Ongoing	Whether or not enforcement actions are recorded/tracked.	# and % of increase or decrease (annually) of City enforcement actions due to improper BMP implementation/maintenance		# and % of sites where BMPs are not being implemented properly

# SECTION 7.0

## CONSTRUCTION SITE STORM WATER CONTROL

### Construction Site Storm Water Control

Table 7-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
CS-3	Construction Outreach and Information Materials	Provide all City construction staff with construction BMP brochures/materials for distribution to permit applicants.	Year 2	Ongoing	Whether or not City construction staff has construction BMP brochures/materials for distribution to applicants	# of brochures and informational materials distributed annually, and % of applicants receiving/using brochures

## POST CONSTRUCTION STORM WATER MANAGEMENT

PC – 1      Inspect all completed projects for implementation of structural runoff controls as required, and inspect all structural controls annually to ensure that maintenance is performed.

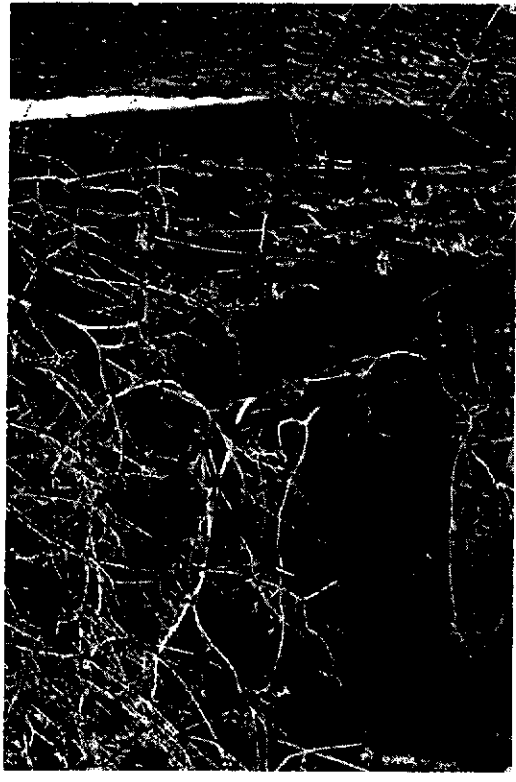
Develop standards for discretionary development projects to address drainage and erosion control.

City

Response:

The City has adopted Title 20 – Grading into its Municipal Code. This Section of the Code outlines the requirements to insure erosion control and siltation run-off remain on-site. The ordinance also outlines what the City will do to anyone who violates the City's Municipal Code.

**STORMWATER OUTFALLS**

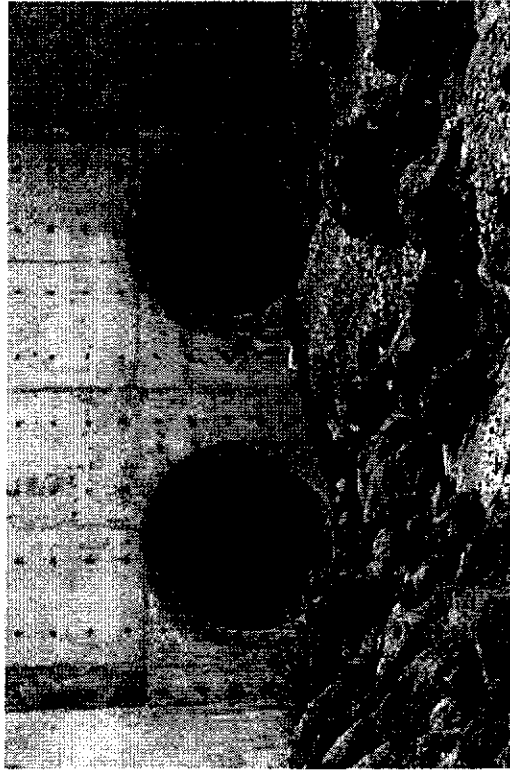


**101/46 East of Ramada ~ Winter 2006**

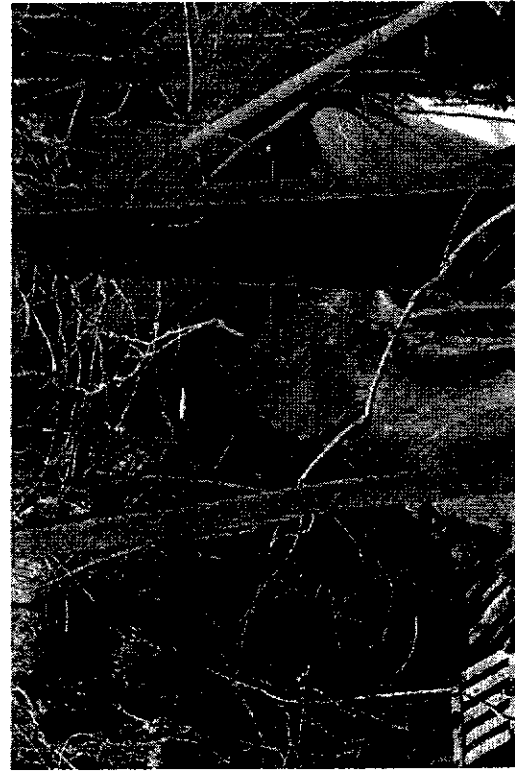


**Niblick Bridge ~ Winter 2005**

**STORMWATER OUTFALLS**

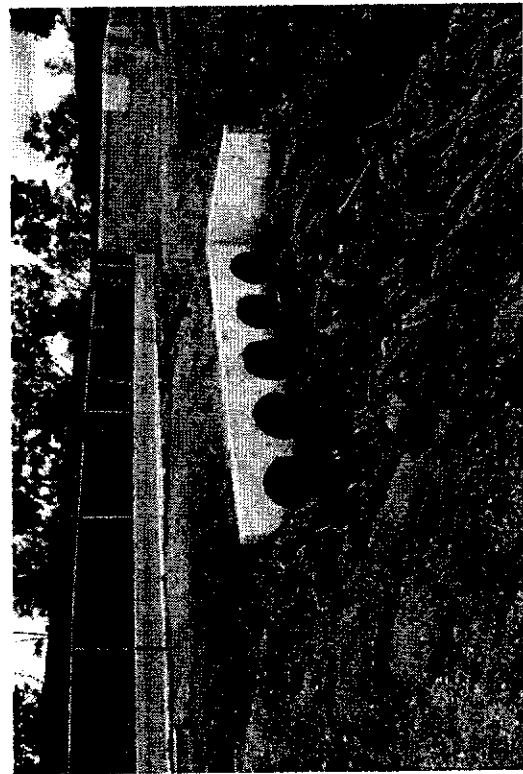


**Navajo and Salinas River ~ Winter 2006**



**Paso Robles Street and Salinas River ~ Winter 2006**

# STORMWATER OUTFALLS



**Oak Creek Park, Scott and Commerce** - Winter 2006



**Scott and Camino Lobo** - Winter 2006



**36th Street Outlet** - Winter 2006



**Title 20**

**GRADING**

**Chapters:**

- 20.04 General Provisions**
- 20.08 Definitions**
- 20.12 Permit Requirements**
- 20.16 Grading Requirements**
- 20.20 Control of Drainage, Erosion and Dust Control**
- 20.24 Violations and Appeals**

**TITLE 20 OF THE CITY'S  
MUNICIPAL CODE**



## Chapter 20.20

CONTROL OF DRAINAGE, EROSION AND  
DUST CONTROL

## Sections:

- 20.20.010 Drainage control.
- 20.20.020 Erosion control.
- 20.20.030 Irrigation and landscaping of slopes.
- 20.20.040 Dust control.

## 20.20.010 Drainage control.

## A. Seasonal Limits.

1. No fill material shall be placed, spread or rolled at such time or times that weather conditions ice considered unfavorable by the city engineer. When the work is interrupted by heavy rain, fill operations shall not be resumed until field tests by the soils engineer indicate that the moisture content and density of the fill materials meet the requirements of this chapter.

2. The period between October 15th and March 15th is determined to be the period during which heavy rainfall normally occurs in the city. Previously authorized grading work which continues into the rainy season shall be protected by the installation of temporary erosion control devices. Plans for erosion control devices shall be submitted to the engineering division and design approval obtained no later than September 1st. The design and construction of desilting basins which discharge drainage onto city streets or natural watercourses shall be under the control of the engineering division. All temporary erosion control devices, including the desilting basins, shall be installed not later than October 1st of each year.

3. Grading work shall be limited or ceased if the city engineer finds that its continuance will constitute a hazard to person or property during the period October 15th through March 15th.

## B. Storm Damage Precautions—Incomplete Work.

1. Where a grading permit is issued and the work is commenced after March 15th and before

October 15th of any year and the plans for such work do not include details of protective measures, and it appears that the grading and installation of the permanent drainage devices as authorized by the permit will not be completed prior to October 15th, then on or before October 1st the owner of the site on which the grading is being performed shall file or cause to be filed with the city engineer revised plans which include details of the protective measures as required.

2. The revised plans required by this section shall be accompanied by an application for plan checking services and plan checking fees equal in amount to ten percent of the original grading permit fee.

C. Storm Damage Precautions—Effect of Non-compliance. Should the owner fail to submit the plans or fail to provide the protective measures required by the dates specified therein, it shall be deemed that a default has occurred under the conditions of the grading permit bond. Thereupon the city engineer may enter the property for the purpose of installing, by city forces or by other means, the drainage and erosion control devices shown on the approved plans, or if there are no approved plans, as he may deem necessary to protect adjoining property from storm damage, or the city engineer may cause the owner of the site to be prosecuted as a violator of this chapter, or he may take both actions or pursue any other legal remedies.

## D. Drainage.

1. General. The drainage structures and devices required by this chapter shall be designed in accordance with recognized principles of hydraulics.

2. Disposal. All drainage facilities shall be designed to carry surface waters to the nearest practical street, storm drain, or natural watercourse approved by the city engineer as a safe place to deposit such waters. If the drainage device discharges onto natural ground, rip-rap or similar energy dissipator may be required.

3. Site Drainage. Graded building sites (building pads) shall have a minimum slope of two percent towards a public street or engineered drainage structure approved to receive storm waters. A lesser

slope may be approved for sites graded in relatively flat terrain, or where special drainage provisions are made, when the city engineer finds such modification will not result in unfavorable drainage conditions.

The grading shall provide for drainage around proposed buildings and their appurtenances.

4. **Drainage Terraces.** Drainage terraces shall have a longitudinal grade of not less than five percent nor more than twelve percent and a minimum depth of grade along the direction of flow unless the velocity of flow is such that slope debris will remain in suspension on the reduced grade. Such terraces shall be paved with concrete not less than four inches thick reinforced with six-inch by six-inch/#10 x #10 welded wire fabric or equivalent reinforcing. Down drains or drainage outlets shall be provided at approximately three hundred foot intervals along the drainage terrace or at equivalent locations. Down drains and drainage outlets shall be of approved materials and of adequate capacity to convey the intercepted waters to the point of disposal.

5. **Overflow Protection.** Berms, swales or other devices shall be provided at the top of cut or fill slopes to prevent surface waters from overflowing onto and damaging the face of the slope. Gutters or other special drainage controls shall be provided where the proximity of runoff from buildings or other structures is such as to pose a potential hazard slope integrity.

6. **Diverter Terraces.** Where recommended by a soils engineer or the city engineer, paved (concrete or gunite) diverter terraces, a minimum of thirty inches in width and one foot in depth, shall be installed at the top of all cut slopes where the tributary drainage area above has a slope exceeding ten horizontal to one vertical and a horizontal projection greater than fifty feet. The diverter terrace design shall be shown on each plan for city approval, based on the recommendations of the soils engineer and engineering geologist to the satisfaction of the city engineer.

7. **Vee Channels.** Where a slough wall is required at the toe of the slope, the city engineer may

require a vee channel to be constructed behind the wall to carry off the slope waters.

#### 8. Outlet Structures.

a. Outlet structures shall be of concrete, galvanized iron hot-dipped in asphalt, or equivalent.

b. Where outletting into streets, the structure shall be of city standards or design approved by the city engineer under a valid encroachment permit. Where outletting into natural watercourses or other approved locations, the structure shall be provided with adequate velocity reducers, diversion walls, rip-rap, concrete aprons, or any similar energy dissipator. All slope drainage shall be collected and disposed of in the drainage device. (Ord. 702 N.S. (part), 1995)

### 20.20.020 Erosion control.

A. **Slopes.** All disturbed surfaces resulting from grading operations shall be prepared and maintained with erosion protection. This control shall consist of hydroseeding or other materials approved by the city engineer, to be completed as soon as practicable after grading and shall be firmly established prior to calling for final approval. All planting shall be as specified in the grading plan and shall be approved by the city engineer. Plant material shall be installed and growth established before final inspection is given.

B. **Other Devices.** Where necessary, check dams, cribbing, rip-rap, sedimentation basins, or other devices or methods shall be employed to control erosion and provide safety. Such devices shall be approved by the city engineer. (Ord. 702 N.S. (part), 1995)

### 20.20.030 Irrigation and landscaping of slopes.

#### A. Irrigation.

1. Plans for irrigation systems in public rights-of-way shall be submitted to and approved by the department of public works prior to installation.

2. Adequate backflow protection shall be installed in each sprinkler system as required by the plumbing code and city engineer.

3. A functional test of the irrigation system shall be performed by the installer for all irrigation systems prior to approval.

**B. Landscaping.**

**1. General.**

a. When the city has required the installation of landscaping for erosion control or for aesthetics, the permittee, or his authorized representatives, shall be responsible for installing all landscaping in accordance with an approved landscaping planting plan, for a irrigation system, and for maintaining all cut and fill slopes.

b. Deviations from the requirements of this section may be permitted in exceptional circumstances or where unavoidable hardship would result from a strict application of these requirements when a waiver has first been obtained from the planning commission. A separate bond or cash deposit shall be posted with the city engineer to guarantee such landscaping, irrigation system, and the maintenance thereof, and such bond or cash deposit, or portions thereof, shall not be released until the landscaping has been established for at least ninety days after planting and permanent responsibility for the landscape maintenance has been established.

2. Landscaping Plan. A landscaping planting plan within the public right-of-way shall be prepared and submitted for approval by the director of public works and the director of community development. A soils test may be required to determine the plant materials which are suitable for the slopes, and the plant materials utilized on the slopes shall be compatible with the soils report. There shall be a variety of ground covers, trees, and shrubs incorporated into the landscaping plan. Other plant materials may be substituted for the "approved planting schedule" if submitted and recommended by a registered landscape architect and approved by the director of public works.

3. Plants. All plants required by this section shall be selected from a list approved by the director of public works.

4. Planting. The slopes shall be prepared for planting by one of the following methods:

a. The slope surface may be prepared for planting by casting top soil over the slope surface. The top soil layer shall not exceed three inches in depth.

b. The slope surface may be scarified to a depth not to exceed three inches.

c. Loose material not to exceed three inches in depth may be left on the slope.

d. The grass, ground cover, shrubs, and tree plant materials shall be certified for the local climatic conditions and soil types.

e. The plant variety, size, and spacing shall be as shown on the approved plans.

f. Any dead or dying plants shall be promptly replaced upon request and as directed during the guarantee period.

g. The landscaping installation, including irrigation, shall be guaranteed for a period of one year from the date of final inspection. (Ord. 702 N.S. (part), 1995)

**20.20.040 Dust control.**

A. Seasonal Conditions. The late afternoon summer winds may cause excessive dust blowing during grading operations. In the event that dust cannot be controlled and becomes a nuisance, the city engineer may order the work to be halted for the day.

B. Dust Control. All graded surfaces and materials shall be wetted, treated or contained in such a manner as to prevent dust from leaving the site.

C. Completion of Grading. The graded site shall be thoroughly wetted in order to form a crust over the exposed dirt surfaces. Further applications or other methods acceptable to the city engineer may be necessary if the site is disturbed. (Ord. 702 N.S. (part), 1995)

## Chapter 20.24

## VIOLATIONS AND APPEALS

## Sections:

20.24.010 Violations.

20.24.020 Appeals.

## 20.24.010 Violations.

A. Compliance. No person shall fail, refuse or neglect to comply with the following provisions:

1. All orders issued by the city engineer pursuant to the provisions of this title;
2. All conditions imposed on grading permits pursuant to the provisions of this title;
3. All rules and regulations of the city engineer with respect to grading which were in effect at the time the grading permit was issued.

B. Misdemeanor. Any person, firm, or corporation violating any of the provisions of this title shall be deemed guilty of a misdemeanor and each such person shall be deemed guilty of a separate offense for each and every day or portion thereof during which any violation of any of the provisions of this title is committed, continued, or permitted, and upon conviction of any such violation, the person shall be punishable by a fine of not more than six hundred dollars, or by imprisonment for not more than six months, or by both such fine and imprisonment.

C. Letters of Noncompliance. Whenever any construction or work is being done contrary to the provisions of this title or any other law, the city engineer or his duly authorized representative may issue a letter of noncompliance. The letter of noncompliance shall be issued to the developer, the civil engineer, and the contractor immediately on that portion of the work on which the noncompliance has occurred. If the portion of the work on which the noncompliance has occurred is not remedied, a stop work order shall be issued; or if the portion of the work on which the noncompliance has occurred is corrected, a letter shall be issued stating that the noncompliance has been rectified, and such letter shall be distributed to the developer, the civil engineer, and the contractor. The issuance

of a letter of noncompliance shall not be a prerequisite for the issuance of a stop work order by the city engineer or his authorized representative.

D. Work Orders. Whenever any construction or work is being done contrary to the provisions of any law or ordinance, or public or private property is endangered, the city engineer may issue a written notice to the responsible party to stop work on that portion of the work on which the violation or of the danger and no work shall be done on that portion until the violation has been rectified and approval obtained from the city engineer or until, as a condition of continuance of the work, special precautions to eliminate the hazards have been approved and imposed by the city engineer and performed by the permittee. (Ord. 702 N.S. (part), 1995)

## 20.24.020 Appeals.

A. Any person, firm or corporation aggrieved by a decision of the city engineer, community development director, development review committee, or planning commission, may appeal to the city council in writing within fifteen days after such decision. A hearing shall be held upon the appeal at a regular council meeting. The council shall make its findings and conclusions after the filing of said appeal to the next regularly scheduled council meeting.

B. In considering an appeal the council will consider the precise proposal, its conformity or deviation with the intent of this title and the general criteria prescribed herein and any technical, environmental, or design evaluations, related to the site and area involved, as may be provided by staff or appellant, as well as the reasons why the appellant considers the decision inappropriate.

C. The city council shall have discretion to grant or deny the appeal, or modify the previous decision. The action of the city council will be final. (Ord. 702 N.S. (part), 1995)

# SECTION 8.0

## POST-CONSTRUCTION STORM WATER MANAGEMENT

### Post Construction Storm Water Management

Table 8-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
PC-1	Land Use Policies in General Plan	Inspect all completed projects for implementation of structural runoff controls as required in the revised design standards, and inspect all structural controls annually to ensure that maintenance is performed	Year 1	Ongoing	# and % completed projects inspected	% of projects implementing structural runoff controls in accordance with design standards
		Update General Plan requirements to include Attachment 4 design standards	Year 1	1x	Assess whether or not updated to include design standards	
PC-2	City Policy and Process Revisions	Evaluate all City-funded projects for construction and implementation of BMPs	Year 2	Ongoing	# and % evaluated	# and % with adequately constructed and implemented BMPs
		Evaluate all City-funded projects for proper functioning and maintenance of BMPs	Year 2	Annually	# and % evaluated	# and % with adequate BMP operation and maintenance
		Track number of enforcement actions taken on conditioned projects and time frame for developer to take corrective steps to resume work	Year 2	Ongoing	Assess whether or not tracked, and # of enforcement actions	# and % repeat offenders
		Revise the Construction Guidelines of the City's Standard Details and Specifications to include the provisions in Attachment 4	Year 3	1x	Assess whether or not revised	

# SECTION 8.0 POST-CONSTRUCTION STORM WATER MANAGEMENT

## Post Construction Storm Water Management

Table 8-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
PC-3	Development Requirements	Prepare a new policy and/or ordinance to include the provisions of General Permit Attachment 4 not already addressed in other revisions to City policies and ordinances	Year 2	1x	Assess whether or not prepared by Year 3	Assess whether or not City is in full compliance with Attachment 4 requirements
		Track at least 3 innovative projects that protect/improve water quality	Year 2	Ongoing	Assess whether or not tracked and made available to public	# of people (public) that review the example projects
PC-4	Permitting Process	Track the number of permit applications that are returned or rejected	Year 2	Ongoing	Assess whether or not tracked	# and % of permit applications returned/rejected

## POLLUTION PREVENTION/GOOD HOUSEKEEPING

### GH - 1 Facility Maintenance

Develop a survey of City facilities and maintenance performed at each location and identify ways to protect potential pollutants from discharging to natural water ways.

City

Response: Attached is a Pollution Prevention/Good Housekeeping Evaluation with regard to City maintained facilities.

## **STORM WATER MANAGEMENT PLAN**

### **Pollution prevention/Good Housekeeping evaluation**

As mandated by the Storm Water Management Plan this document is intended to offer an evaluation of operations, activities, and existing storm water management practices. In addition potential pollutants are identified along with potential revisions to existing practices to eliminate impacts to receiving water.

Public Works currently maintains and oversees a number of green spaces (parks, parkways, grassland areas, forests etc.) and hardscapes (parking lots, streets etc.) All of these resources have the potential of harboring pollutants that could end up in rivers and streams. Current practices are intended to mitigate that potential and future plans include the addition of more protective measures. Listed below are the Public Areas with current practices evaluation, potential pollutants and ideas to improve management practices intended to offer even more protection to our water resources.

### **Standard City of Paso Robles Landscape/Grounds Care Operating Procedures (Landscape SOP) for:**

1. Parks/Recreation Fields
2. City Parkway
3. Median Planters
4. Buildings/Corporation yards grounds.

#### **Turf Maintenance**

##### **Mowing**

- Weekly during growing season with mulching mowers.

##### **Edging**

- Weekly during growing season with debris blown back into turf area and excess removed and placed in green waste bin.

##### **Weeding**

- Manual weed abatement is done on an "as needed" bases with broadleaf herbicide. Care is taken to allow the chemical to dry to promote effectiveness and decrease the chance of runoff when irrigation water is applied.

##### **Vacuuuming**

- Vacuuming of turf is rarely done because all mowers mulch the grass. However when vacuuming of leaves and/or other debris is necessary the debris is placed in a green waste bin or hauled to the local recycling/composting center.

##### **Aeration**

- Aeration is practiced to open up the compacted soil and allow better water penetration. This practice aids in effort to keep irrigation water runoff to a minimum. Plugs, resulting from the aeration process, are broken up and left on site. Also, slit type aeration is used to open the soil without producing plugs.



## **Fertilization**

- Fertilizing is done on an "as needed" bases in the lower priority turf areas and a regularly scheduled (monthly, quarterly or seasonal) frequency in the higher priority areas. Fertilizer is applied per manufacturer's recommendation and a minimal amount of water is applied to prevent turf burn. Whenever possible organic fertilizer is used.

## **Blowing off hardscape**

- After mowing and trimming hardscape areas are blown off with a back pack blower, debris is gathered and placed in a green waste bin.

## **Planter Maintenance**

### **Weeding**

- Weeding is done using a combination of techniques which include pulling, hoeing, contact herbicides or pre-emergent herbicides. Many planters are equipped with drip irrigation or, if they have overhead spray, they are on the schedule to be retrofitted to drip.

### **Cleaning/raking**

- Debris is removed from the planter areas and placed in either a green waste bin or a trash receptacle, whichever is appropriate.

### **Pruning of shrubs and groundcover**

- This task is completed per industry recommended guidelines with hand or small power tools and debris is chipped and disposed of in a green waste bin or hauled to the recycle/compost center.

### **Fertilizing**

- Fertilizing is done on an "as needed" bases. Fertilizer is applied per manufacturer's recommendation and a minimal amount of water is applied to prevent burn. Whenever possible organic fertilizer is used.

## **Tree Maintenance**

### **Tree pruning**

- Thinning and pruning all trees is done per recommended industry guidelines. Branches are chipping and either disposed of at a recycling center or used as mulch. Leaves are removed and placed in a green waste bin or taken to the recycling center.

### **Fertilizing trees**

- Fertilizing is done on an "as needed" bases. Fertilizer is applied per manufacturer's recommendation and a minimal amount of water is applied to prevent burn. Whenever possible organic fertilizer is used.

## **Irrigation Maintenance**

All irrigation maintenance and repairs are done by trained technicians. Flushing of lines, testing of sprinklers, monitoring of valves and irrigation control system are all done to help reduce unnecessary water usage. In particular a Central Control Irrigation system has been installed to increase the efficient use of limited water resources.

### **System components and practices**

- Irrigation repairs, piping.
- Sprinkler repair/replacement
- Monitoring of the pumps
- Monitoring the central irrigation control system.

## **Landscape/Grounds Care Potential Pollutants**

- Fertilizers, pesticides and herbicides are all used at various sites. Care is taken to apply the products in the most effective manner. When "watering in" is needed the amount of water is carefully monitored to keep chemical runoff to a minimum.

### **Landscape/Grounds Care Potential revised practices**

- Longer grass mowing heights to reduce runoff.
- Irrigation practices that discourage runoff. Example, more frequent watering cycles with less water per cycle.
- Use liquid fertilizers that don't require "watering in".
- Increased use of mulch to absorb water and prevent runoff.
- Eliminate and equipment washing at the landscape site. This practice will also reduce runoff.

## **City Hall/Library**

### **Standard operating procedures**

- For landscape practices see *Landscape SOP section*.
- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.
- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

### **Potential Pollutants**

- Cleaning products, office products or contaminants from shower, washbasin or toilet overflows.

### **Potential revised practices**

- In the future it may be advisable to install devices that filter storm water runoff from roof drains because that water may contain some contaminants.

## **Municipal Pool**

### **Standard operating procedures**

- For landscape practices see *Landscape SOP section*
- All water spilled or carried out of the pool by swimmers, or otherwise, is contained by perimeter slot drains that are connected directly to the sanitary sewer.
- Water applied during the washing of the pool deck is carried to the slot drains by a sloping deck. Again, the slot drains are connected to the sanitary sewer.
- All shower, wash basin, floor drains and toilets are connected to the sanitary sewer system.
- All chemicals used in the maintenance rooms are housed in approved containers, fastened in a manner that does not allow spillage. Containers are filled by a vendor using approved and appropriate chemical handling methods. The floor of the maintenance room is sloped and contains floor drains that are connected to the sanitary sewer system.
- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.
- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

### **Potential Pollutants**

- Chlorine, Muriatic acid, various cleaning products, office products, contaminants from shower, washbasin or toilet overflows.

### **Potential revised practices**

- None identified

## **North County Transportation Center**

### **Standard operating procedures**

- For landscape practices see *Landscape SOP section*.
- Steam or pressure washing is done on decorative brick and concrete walkways to remove dirt and stains. Care is taken to use only biodegradable products that will not harm the ecosystem if they make their way to the storm drain.

- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.
- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

#### Potential Pollutants

- Cleaning products, office products or contaminants from shower, washbasin or toilet overflows.

#### Potential revised practices

- In the future it may be advisable to install devices that filter storm water runoff from roof drains because that water may contain some contaminants.
- Close scrutiny of the busses and other vehicles housed on site may indicate the need for better control of leaking fluids that may find their way to the storm drain.
- The run-off from steam of pressure washing of decorative brick and concrete walkways should be contained and filters to prevent contaminants from entering the storm drains.

### Public Safety Center

#### Standard operating procedures

- For landscape practices see *Landscape SOP section*.
- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.
- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

#### Potential Pollutants

- Cleaning products, office products or contaminant from shower, washbasin or toilet overflows.

#### Potential revised practices

- In the future it may be advisable to install devices that filter storm water runoff from roof drains because that water may contain some contaminants.

### Senior Center

#### Standard operating procedures

- For landscape practices see *Landscape SOP section*.

- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.
- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

#### Potential Pollutants

- Cleaning products, office products or contaminant from shower, washbasin or toilet overflows.

#### Potential revised practices

- In the future it may be advisable to install devices that filter storm water runoff from roof drains because that water may contain some contaminants.

### Stephan's Center

#### Standard operating procedures

- For landscape practices see *Landscape SOP section*.
- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.
- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

#### Potential Pollutants

- Cleaning products, office products or contaminant from shower, washbasin or toilet overflows.

#### Potential revised practices

- In the future it may be advisable to install devices that filter storm water runoff from roof drains because that water may contain some contaminants.

### Veteran's Center

#### Standard operating procedures

- For landscape practices see *Landscape SOP section*.
- All tasks requiring the use of liquid products are performed according to label instructions. Care is taken to use products that may be discarded or poured down the sanitary sewer drains without harming the system.

- If spills occur absorbent products and or mops are used to contain the spill and absorbent materials are disposed of appropriately.

#### Potential Pollutants

- Cleaning products, office products or contaminant from shower, washbasin or toilet overflows.

#### Potential revised practices

- In the future it may be advisable to install devices that filter storm water runoff from roof drains because that water may contain some contaminants.

#### City Streets

##### Standard operating procedures

- The City maintains and operates two sweepers a total of 40 hours per week. They are used to remove dirt and debris and small spills from City Streets. The "vacuum" unit is used when conditions are dry and debris is easily removed by vacuuming. The "broom" unit sweeps up debris with the aid of water to keep dust to a minimum. The broom unit is effective in wet and dry environments. The sweeping program is designed to capture dirt and debris and remove it before it can make its way to the storm drain system.
- City Streets crews monitor and react to potential spills on a full time basis. Routine calls include oil, paint, concrete, dirt and other spills. The crews use appropriate products and tools to remove the substance from the street and dispose of it properly. If the spill is too large and/or contains a potentially toxic substance the Emergency Services Department is contacted.
- City crews monitor and clean out culverts and storm drain inlets regularly to capture possible pollutants (oil, trash, sand etc.) before a storm event could potentially flush the debris out and into the river.

#### Potential Pollutants

- Petroleum products, dirt, trash, concrete and potentially any product contained in vehicles traveling the city streets.

#### Potential revised practices

- Increase street sweeping
- Increased storm water culverts and inlets cleaning.
- Install filtering devices on drain inlets and clean regularly.
- Increased enforcement of vehicle hauling regulations in regards to potential pollutants.

#### City Maintenance Yards

- For landscape practices see *Landscape SOP section*.

## Standard operating procedures

- City maintenance yards are the hub of maintenance activity. Activities include:
  - Vehicle and equipment servicing – This activity is performed at the 625 Riverside Yard. Vehicle servicing and repairs are done by two trained mechanics. Any fluids that are handled are done so in the approved manner. Waste oil and other fluids are placed in appropriate containers and taken, by a vendor, to an approved disposal site. Mechanics are given frequent training on the subject of safe handling of chemicals found in an auto shop. Mechanics also do regularly scheduled cleaning of the shop floors using mostly water and some absorbent materials to contain fluids.
  - Vehicle and equipment cleaning – Virtually all of the city fleet is cleaned with the boundaries of the city yards. Care is taken to use only products that are biodegradable and not harmful to the ecosystem. Runoff is kept to a minimum and the hardscape is swept and cleaned regularly, however, some runoff does make its way to nearby storm drains.
  - Disposal of street sweeping debris – Street sweepers use the 625 Riverside yard as a transfer site for all sweeping debris. The debris is placed in ground level bunkers then transferred to roll-off bins using bucket loaders. The area is cleaned on a regular basis but some runoff to storm drains does occur when conditions are wet.

## Potential Pollutants

- The largest potential for pollution is runoff from vehicle, equipment and the bunkers containing the sweeper debris. These potential pollutants are dirt, trash, petroleum products and whatever else is contained in street sweeping debris.

## Potential revised practices

- Staff is currently putting together a funding request for the purchase and installation of a self contained vehicle and equipment washing station. This station would contain all materials being removed from vehicles and equipment treat it appropriately and send the resultant water into the sanitary sewer. Success of this effort will depend largely on the ability of staff to get the necessary funding approved.
- Staff is currently putting together a plan to construct an approved transfer station for trash and sweeper debris. This station would contain all debris and liquid associated with same. The solids would be transferred to the landfill and the liquids would be treated appropriately and resultant water would be sent to the sanitary sewer system.

## SECTION 9.0

## POLLUTION PREVENTION/GOOD HOUSEKEEPING

## Pollution Prevention/Good Housekeeping

Table 9-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
GH-1	Facility Maintenance	Randomly conduct inspections, twice yearly, to verify contractor adherence to City technical specifications for landscape maintenance, street sweeping, litter control, etc.	Year 2	2x/year	# of inspections conducted	# and % of inspections that result in corrective actions
		Develop a form/system to report the inspections and include them in the annual report.	Year 2	1x	Assess whether form/system is developed	
GH-2	Integrated Waste Management Association	Increase the awareness about waste management by including IWMA's website in City brochures and fact sheets and in training programs for City employees.	Year 3	1x	Assess whether IWMA's website has been included on brochures/fact sheets	
GH-3	Facility Surveys	Compile results of facility surveys in a spreadsheet. The matrix will identify activities and the associated BMPs for each department and facility and will be annually updated by the appropriate department. It will also identify any existing practices that were changed as a result of the survey.	Year 3	Annually	Whether or not survey results compiled	In Year 5, assess whether changed practices are still in place and benefit storm water quality
					# of practices changed as a result of the survey	




# SECTION 9.0 POLLUTION PREVENTION/GOOD HOUSEKEEPING

Pollution Prevention/Good Housekeeping  
Table 9-1

#	BMP	Measurable Goal	Start Date	Frequency	Progress Measurements	Effectiveness Measurements
GH-4	Development of BMP Fact Sheets	By Year 2, one fact sheet will be developed to address treatment control, or structural control, BMPs.	Year 2	Ongoing	# of treatment BMP fact sheets developed to address local situations	# and % of targeted City facilities (see GH-3) implementing the treatment BMPs
GH-5	Employee Training by City Depts.	Beginning in Year 3, storm water training will occur either quarterly or annually, depending on personnel involved. In addition, managers will be given specific guidance on their departmental and contractual responsibilities for storm water management, while facilities with SWPPPs will have very specific training requirements as directed by the Plan.	Year 3	Ongoing	# of training sessions, # and % of staff trained (by dept.), and # of email reminders to City staff to protect water quality	Comparison of employee storm water survey/exam results before and after training each year

**E. Certification**

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*



Signature of Permittee (legally responsible person)

9/13/05

Date Signed

Doug Monn, Public Works Director

Name (printed)

Title